

# Retention and Classification Report

**Agency:** Department of Workforce Services. Employment Advisory  
Council (361)  
140 East 300 South  
Salt Lake City, UT 84111  
801-536-7680

**Records Officer** Kent Naisbitt

09640 Minutes and discussion materials  
01280 Unemployment compensation report

**AGENCY:** Department of Workforce Services. Employment Advisory Council

**SERIES:** 9640

3

**TITLE:** Minutes and discussion materials

**DATES:** 1949-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These council minutes and materials record a history of decisions made by the Employment Security Advisory Council. The actions of the Council are the basis for submitting proposed legislation recommending changes to the Employment Security Act. The materials include minutes (date, place, members present, purpose of meeting, discussion, adjournment time); executive summaries of proposed legislation affecting the Utah Employment Security Act; reports, statistics, and correspondence relating to discussion; and council listings of members (employer, employee, and public representatives; work addresses and telephone numbers).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Department of Workforce Services. Employment Advisory Council

**SERIES:** 9640

**TITLE:** Minutes and discussion materials

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Workforce Services. Employment Advisory Council

**SERIES:** 1280

3

**TITLE:** Unemployment compensation report

**DATES:** 1962-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. Employment Advisory Council

**SERIES:** 1280

**TITLE:** Unemployment compensation report

(continued)

**PRIMARY CLASSIFICATION:**

Public